

## Approval process for Postgraduate Research Student (PGR) Low Risk Ethics Checklists – Guidance to nominated Ethics Champions (Approvers)

The approval process for **low risk PGR** applications is changing and there will now be nominated faculty ‘ethics champions’ who will have responsibility to **APPROVE** low risk PGR checklists.

The impact for the ‘ethics champion’ should be nominal as the responsibility **FOR REVIEW** to ensure the PGR has completed the checklist correctly and attached all the correct documentation remains the **responsibility of the supervisor(s)**.

To approve a checklist you need to make sure you are satisfied that the research is low risk and that the researcher/supervisory team have given due consideration to any ethics issues arising from the research. *Please see attached instructions on using Cohort.*

### **Things to consider:**

Human Participants – are you satisfied that:

- The target participant population are not vulnerable;
- Sensitive topics won’t be discussed;
- Participants are able to give informed consent;
- The study doesn’t:
  - involve covert observation
  - involve drugs, placebos and other substances
  - involve the use of tissue samples
  - induce psychological stress or anxiety
  - involve prolonged or repetitive testing
  - include financial or other inducements
- A Participant Information Sheet and Participant Agreement Form are attached; [Guidance](#) (PI Sheet) and [PAF](#) template are provided for Researchers and the forms should be adapted from the templates provided.
- If the Researcher has access to personal data, they have fully explained data retention, storage & confidentiality

Are you satisfied that the research does not involve experimentation on animals, animal tissue or genetically modified organisms?

Are you satisfied that the research will not take place outside the UK?

If you **have concerns** about any of the above, **do not approve** the checklist but **send it back** to the Researcher stating your concerns, so the points can be addressed. The process for review and approval will start again. If the concerns are addressed and the risk remains low, following supervisory review, the checklist will come back to you to approve. If the checklist is now identified as high risk, the Supervisor will forward to the Research Governance Adviser acting as ‘ethics filter’ who will facilitate approval by one of the Research Ethics Panels.

If you **do not** have any concerns, simply approve the checklist. A system generated email will be sent to both the Researcher and named supervisor confirming approval.

**Common errors to look out for:**

- Literature review - **YES** box is ticked but in the summary the Researcher refers to collecting primary data.
- External review by the NHS Research Ethics Committee box – **YES** box is ticked when the topic and summary would suggest that the research doesn't involve NHS patients, NHS sites etc and therefore external approval is not appropriate.

In both cases, the checklist should be '**sent back for changes**' to enable the Researcher to complete the checklist correctly.

The review and approval process for PGR Checklists has changed. Supervisors are responsible for *REVIEW* to ensure GOOD quality PGR ethics submission but the *APPROVAL* will be made by a Faculty ‘Ethics Champion’.

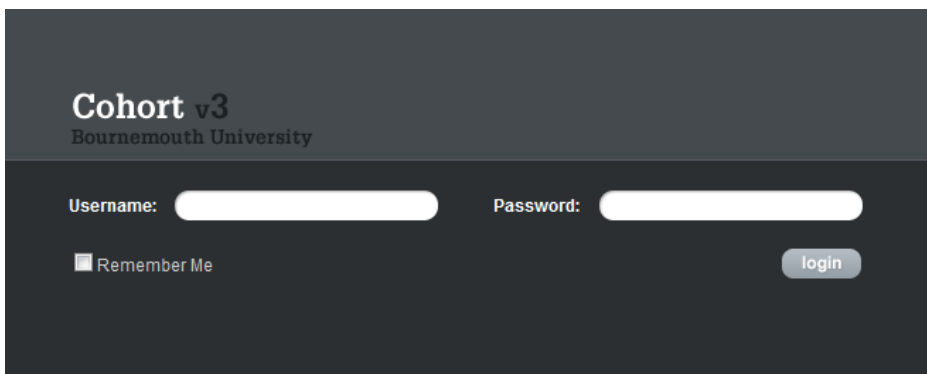
Once a Supervisor has forwarded a checklist for APPROVAL, the Ethics Champion will receive a system generated email alerting them that a checklist has been submitted and is awaiting approval. The email will contain the subject heading: “[SupervisorName] has just submitted an ethics checklist for your approval” and include a link to Cohort (OEC admin system).

## Step One:

Log in to <https://ethicsadmin.bournemouth.ac.uk> using your BU login credentials.

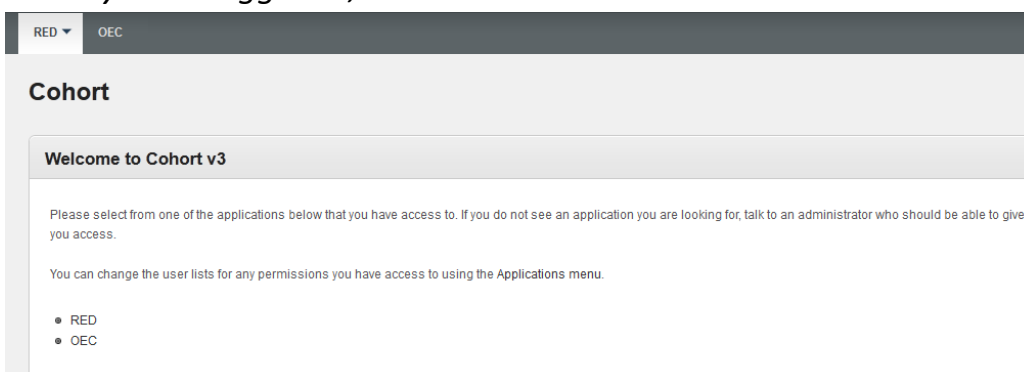
(To view the system off campus, [VMware Horizon Client software](#) is required to access the link. To set up an account, please contact [IT Services](#).)

### *Login Screen:*



The screenshot shows the login interface for Cohort v3 at Bournemouth University. It features a dark grey background with the text 'Cohort v3 Bournemouth University' at the top. Below this, there are two input fields: 'Username:' and 'Password:'. A 'Remember Me' checkbox is located below the username field, and a 'login' button is positioned to the right of the password field.

### *When you've logged in, click on the OEC link:*



The screenshot displays the dashboard for Cohort v3. At the top, there is a navigation bar with 'RED' and 'OEC' links. The main content area is titled 'Cohort' and contains a 'Welcome to Cohort v3' message. Below the welcome message, there is a paragraph of text: 'Please select from one of the applications below that you have access to. If you do not see an application you are looking for, talk to an administrator who should be able to give you access.' This is followed by another paragraph: 'You can change the user lists for any permissions you have access to using the Applications menu.' At the bottom, there is a list of applications: 'RED' and 'OEC'.

The next screen should default to Reviewed Checklists ('Awaiting for Approval' folder)

**Cohort v3** SES OEC Admissions

Ethics Champion

Awaiting for Approval  
My Approved  
My Activities

### Reviewed Checklists

Show 10 entries Search:

Id	Researcher Name	Supervisor Name	Status	Date Submitted	Risk	
11807	Gary Cowen	Naomi Kay	Reviewed	06/10/2016	Low	<a href="#">PDF</a> <a href="#">Attachments</a> <a href="#">Respond</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**Key:**

**PDF** - This link opens up a pdf version of the checklist, to save and/or print as appropriate.

**Attachments** - This link opens to any attachments submitted (e.g. Participant Information Sheet, Participant Agreement Form, Questionnaire, research protocol etc).

**Respond** - Click on this link to 'respond' to the PGR. The options available to you are:

- **Approve** OR
- **Send back for changes**

## **Step two – Respond to Checklist:**

### ***Option 1 - Approve***

### Respond To Checklist

Checklist ID: 11807

Researcher: Gary Cowen

Supervisor: Naomi Kay

Please choose whether you want to approve the checklist or send it back for editing with a comment.

Approve

Send back for changes

Comment:

Save Cancel

## Option 2 – Send back for changes:

*If sending back for changes – don't forget to add instructions*

### Respond To Checklist

**Checklist ID** 11807

**Researcher** Gary Cowen

**Supervisor** Naomi Kay

Please choose whether you want to approve the checklist or send it back for editing with a comment.

Approve

Send back for changes

**Comment:**

If sending back for changes – don't forget to add instructions here

**Save** **Cancel**

To exit the screen click **Save** or **Cancel**

**Please remember that a PGR cannot access their online checklist unless it is returned to them!**

Once a '**Response**' has been made, the screen defaults to *Reviewed Checklists* screen and the checklist will disappear from the 'Awaiting for Approval' folder:

Ethics Champion

Awaiting for Approval

My Approved

My Activities

### Reviewed Checklists

✔ The checklist has been successfully approved and the researcher has been notified by email.

Show 10 entries Search:

Id	Researcher Name	Supervisor Name	Status	Date Submitted	Risk
No data available in table					

Showing 0 to 0 of 0 entries

First Previous Next Last

You can review your actions by clicking on 'My Activities' folder

## How to Exit Cohort

To **exit** cohort Click on the **Cohort logo** and logout appears. **Click on Logout:**



*If you have any questions -  
Please email [researchethics@bournemouth.ac.uk](mailto:researchethics@bournemouth.ac.uk)*